



Date Submitted: \_\_\_\_\_  
Application #: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Removal Date: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

## Application for Temporary Sign Permit

### 1. Business Information

Name of business/entity for which the sign is requested: \_\_\_\_\_

Address and/or general location: \_\_\_\_\_

\_\_\_\_\_

Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_

Do any covenants and/or deed restrictions apply to this business:  Yes  No

*Note: If yes, this application must be accompanied by signed approval of the association/entity enforcing such.*

Number of temporary permits previously issued for this property/use: \_\_\_\_\_

*Note: Only three (3) temporary signs are permitted per business in any given year.*

### 2. Contact Information

#### **Applicant(s):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Property owner(s), if other than applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Sign company:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Other contact (if any):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact(s) for correspondence:  applicant  owner  sign company  other \_\_\_\_\_

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that no sign shall hereafter be erected, re-erected, constructed, altered or maintained except in conformance with the Parkville City Code. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit.

**Applicant's Signature** (Required) \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner's Signature** (Required) \_\_\_\_\_ Date: \_\_\_\_\_

**3. Sign Information**

Type:  banner  sandwich board (not permitted in the OTD)  other: \_\_\_\_\_

Dimensions/area: Height \_\_\_\_\_ Width \_\_\_\_\_ Area (32 sq. ft. max): \_\_\_\_\_

Material: \_\_\_\_\_

Proposed location: \_\_\_\_\_

*Note: With the exception of banners approved by the Community Land and Recreation Board or Board of Aldermen for special public events, all temporary banners are restricted to ground floor windows only.*

Proposed method of attachment: \_\_\_\_\_

When is 30 day temporary permit requested to begin? \_\_\_\_\_

**4. Checklist of required submittals**

- Completed application.
- A sketch showing the sign dimensions, text and graphics.
- A drawn elevation, site plan and/or photo of the building showing proposed sign location.
- Authorization signature of the applicant and property owner.
- If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.

Application accepted as complete by: \_\_\_\_\_  
Name / Title \_\_\_\_\_ Date \_\_\_\_\_

**For City Use Only**

Action Taken:  Approved  Approved with Conditions  Denied

Date of Action: \_\_\_\_\_ Name / Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Special conditions if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Fee: \_\_\_\_\_

Payment:  Check # \_\_\_\_\_  M.O. \_\_\_\_\_  Cash